

	<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b>  <b>Grant Agreement</b>		<b>GRANT NUMBER (FAIN):</b> 96279015	<b>DATE OF AWARD</b> 08/20/2015	
			<b>MODIFICATION NUMBER:</b> 0 <b>PROGRAM CODE:</b> EQ		
			<b>TYPE OF ACTION</b> New		<b>MAILING DATE</b> 08/27/2015
			<b>PAYMENT METHOD:</b> Advance		<b>ACH#</b> PEND
<b>RECIPIENT TYPE:</b> Not for Profit			<b>Send Payment Request to:</b> Las Vegas Finance Center		
<b>RECIPIENT:</b> Eastern Queens Alliance Inc. P.O. Box 300818 Jamaica, NY 11430-0818 <b>EIN:</b> (b) (6)			<b>PAYEE:</b> Eastern Queens Alliance Inc. P.O. Box 300818 Jamaica, NY 11430-0818		
<b>PROJECT MANAGER</b> Barbara Brown P.O. Box 300818 Jamaica, NY 11430-0818 <b>E-Mail:</b> (b) (6) <b>Phone:</b> (b) (6)		<b>EPA PROJECT OFFICER</b> Tasha Frazier 290 Broadway, DECA/CAPS New York, NY 10007-1866 <b>E-Mail:</b> Frazier.Tasha@epamail.epa.gov <b>Phone:</b> 212-637-3861		<b>EPA GRANT SPECIALIST</b> John Svec Grants & Audit Management Branch, OPM/GAMB <b>E-Mail:</b> svec.john@epa.gov <b>Phone:</b> 212-637-3699	
<b>PROJECT TITLE AND DESCRIPTION</b> Southeast Queens Air Quality Monitoring Brigade This project seeks to increase local residents' understanding of the environmental, health and climate change impacts related to airport emission sources in Southeast Queens, NY. The recipient, Eastern Queens Alliance, will conduct air quality sampling to monitor air emissions in the communities surrounding JFK airport. The air monitoring study will be used to assess the impacts of airport emissions on the local residents. Also, the recipient will educate residents on the potential harms and risks of air pollutant(s) related to airport emissions.					
<b>BUDGET PERIOD</b> 07/01/2015 - 06/30/2016	<b>PROJECT PERIOD</b> 07/01/2015 - 06/30/2016	<b>TOTAL BUDGET PERIOD COST</b> \$30,000.00	<b>TOTAL PROJECT PERIOD COST</b> \$30,000.00		
<b>NOTICE OF AWARD</b>					
Based on your Application dated 06/09/2015 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$30,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$30,000. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.					
<b>ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)</b>		<b>AWARD APPROVAL OFFICE</b>			
<b>ORGANIZATION / ADDRESS</b> Grants and Audit Management Branch 290 Broadway, 27th Floor New York, NY 10007-1866		<b>ORGANIZATION / ADDRESS</b> U.S. EPA, Region 2 Division of Enforcement and Compliance Assistance 290 Broadway New York, NY 10007-1866			
<b>THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY</b>					
<b>Digital signature applied by EPA Award Official</b> Donald Pace - Acting Assistant Regional Administrator for Policy and Management				<b>DATE</b> 08/20/2015	

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FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 30,000	\$ 30,000
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$	\$ 0
State Contribution	\$	\$	\$ 0
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 30,000	\$ 30,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.604 - Environmental Justice Small Grants Program for Community Research	Clean Air Act: Sec. 103(b)(3)	2 CFR 200 2 CFR 1500 and 40 CFR 33

[illegible]



## Budget Summary Page

<b>Table A - Object Class Category (Non-construction)</b>	<b>Total Approved Allowable Budget Period Cost</b>
<b>1. Personnel</b>	\$9,000
<b>2. Fringe Benefits</b>	\$2,353
<b>3. Travel</b>	\$890
<b>4. Equipment</b>	\$0
<b>5. Supplies</b>	\$5,445
<b>6. Contractual</b>	\$6,852
<b>7. Construction</b>	\$0
<b>8. Other</b>	\$4,560
<b>9. Total Direct Charges</b>	\$29,100
<b>10. Indirect Costs: % Base</b>	\$900
<b>11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %.)</b>	\$30,000
<b>12. Total Approved Assistance Amount</b>	\$30,000
<b>13. Program Income</b>	\$0
<b>14. Total EPA Amount Awarded This Action</b>	\$30,000
<b>15. Total EPA Amount Awarded To Date</b>	\$30,000

## **Administrative Conditions**

### **GENERAL TERMS AND CONDITIONS**

The recipient agrees to comply with the current EPA general terms and conditions available at: [http://www.epa.gov/ogd/tc/general\\_tc\\_applicable\\_aa\\_recipients\\_dec\\_26\\_2014.pdf](http://www.epa.gov/ogd/tc/general_tc_applicable_aa_recipients_dec_26_2014.pdf)

These terms and conditions are in addition to the assurances and certifications made as part of the award and the terms, conditions or restrictions cited below.

The EPA repository for the general terms and conditions by year can be found at: <http://www.epa.gov/ogd/tc.htm>.

### **GRANT-SPECIFIC ADMINISTRATIVE CONDITIONS**

#### **A. UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MBE/WBE)**

##### **GENERAL COMPLIANCE, 40 CFR, Part 33**

The recipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33.

##### **REPORTING PROVISION**

MBE/WBE reporting is required annually for assistance agreements where there are funds budgeted for procuring construction, equipment, services and supplies, including funds budgeted for direct procurement by the recipient or procurement under subawards or loans in the "Other" category, that exceed the threshold amount of \$150,000, including amendments and/or modifications.

Based on EPA's review of the planned budget, this award does not meet the condition above and is not subject to the reporting requirements of the Disadvantaged Business Enterprise (DBE) Program. However, if during the performance of the award the total of all funds expended for direct procurement by the recipient and procurement under subawards or loans in the "Other" category exceeds \$150,000, annual reports will be required in accordance with the reporting paragraph below and you are required to notify your grant specialist for additional instructions.

The recipient also agrees to request prior approval from EPA for procurements that may activate DBE Program reporting requirements.

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502; however, the other requirements outlined in 40 CFR Part 33 remain in effect, including the Good Faith Efforts requirements as described in 40 CFR Part 33 Subpart C and Fair Share Objectives negotiation as described in 40 CFR Part 33 Subpart D and explained below.

**MBE/WBE REPORTING, 40 CFR, Part 33, Subpart E**

When required, MBE/WBE reports must be submitted annually. The recipient agrees to complete and submit a “MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements” report (EPA Form 5700-52A) on an annual basis. All procurement actions are reportable, not just that portion which exceeds \$150,000.

When completing the annual report, recipients are instructed to check the box titled “annual” in section 1B of the form. For the final report, recipients are instructed to check the box indicated for the “last report” of the project in section 1B of the form. Annual reports are due by October 30<sup>th</sup> of each year. Final reports are due by October 30<sup>th</sup> or 90 days after the end of the project period, whichever comes first.

The reporting requirement is based on total procurements. Recipients with expended and/or budgeted funds for procurement are required to report annually whether the planned procurements take place during the reporting period or not. If no budgeted procurements take place during the reporting period, the recipient should check the box in section 5B when completing the form.

MBE/WBE reports should be sent to the Region 2 Grants Office’s central mailbox ( [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov)) with a courtesy copy to the grants specialist. The current EPA Form 5700-52A can be found at the EPA Office of Small Business Program’s Home Page at [http://www.epa.gov/osbp/dbe\\_reporting.htm](http://www.epa.gov/osbp/dbe_reporting.htm)

**FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D**

This assistance agreement is a Technical Assistance Grant (TAG); or the award amount is \$250,000 or less; or the total dollar amount of all of the recipient’s financial assistance agreements from EPA in the current Federal fiscal year is \$250,000 or less. Therefore, the recipient of this assistance agreement is exempt from the fair share objective requirements of 40 CFR, Part 33, Subpart D, and is not required to negotiate fair share objectives/goals for the utilization of MBE/WBEs in its procurements.

**SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C**

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

(a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

(b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

(c) Consider in the contracting process whether firms competing for large contracts

could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

(d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

(e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.

(f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

### **CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302**

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

### **BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)**

Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

## **B. ADVANCE METHOD OF PAYMENT**

Pursuant to 2 CFR 200.305, the recipient is authorized to receive advance payments under this agreement, provided that the recipient takes action to minimize the time elapsing between the transfer of funds from EPA and the disbursement of those funds. The recipient shall request Federal payments by completing the EPA Payment Requests Form (EPA Form 190-F-04-001) and either emailing or faxing it to the Las Vegas Finance Center at LVFC-grants@epa.gov or 702-798-2423. This form can be found at [www.epa.gov/ogd/forms/forms.htm](http://www.epa.gov/ogd/forms/forms.htm). All email attachments must be sent in pdf format.

## **C. INTERIM FEDERAL FINANCIAL REPORT AND CLOSE-OUT INSTRUCTIONS**

### **1. Interim Federal Financial Reports (FFRs)**

Pursuant to 2 CFR 200.327, EPA recipients shall submit an interim annual Federal Financial Report (SF-425) to EPA no later than 90 calendar days following the anniversary of the start date of the agreement. The FFR must be faxed to the Las Vegas Finance Office at 702-798-2423, emailed to LVFC-grants@epa.gov, or sent to the address below. A courtesy copy of the interim FFR can be submitted to the Grants and Audit Management Branch via email to Region2\_GrantApplicationBox@epa.gov. All email attachments must be sent in pdf format. Documents emailed to us in any other format cannot and will not be accepted.

EPA may take enforcement actions in accordance with 2 CFR 200.338 if the recipient does not comply with this term and condition.

## 2. Closeout

The Administrative Closeout Phase for this grant will be initiated with the submission of a "final" FFR, in accordance with 2 CFR 200.343. At that time, the recipient must submit the following forms/reports to the EPA Region 2 Grants and Audit Management Branch, if applicable:

- Federally Owned Property Report
- An Inventory of all Property Acquired with federal funds
- Contractor's or Grantee's Invention Disclosure Report (EPA Form 3340-3)

Additionally, the recipient's Final Request for Payment should be submitted to the LVFC.

### **D. EXTENSION OF PROJECT/BUDGET PERIOD EXPIRATION DATE**

EPA has not exercised the waiver option to allow automatic one-time extensions for non-research grants under 2 CFR 200.308 (d)(2). Therefore, if a no cost time extension is necessary to extend the period of availability of funds (budget period), the recipient must submit a written request, including a justification as to why additional time is needed and an estimated date of completion to the EPA prior to the budget/project period expiration dates. The extension request should be submitted to the EPA, Grants and Audit Management Branch via email to [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov). An interim FFR (SF-425) covering all expenditures and obligations to date, must be emailed or faxed to the Las Vegas Finance Office at [LVFC-grants@epa.gov](mailto:LVFC-grants@epa.gov) or 702-798-2423 or sent to the following address:

US EPA, Las Vegas Finance Center  
4220 S. Maryland Pkwy, Bld C, Rm 503  
Las Vegas, NV 89119

To expedite processing of your request, please submit a courtesy copy of the interim FFR to the Grants and Audit Management Branch along with your extension request. All email attachments must be sent in pdf format. Documents emailed to us in any other format cannot be accepted.

### **E. MANDATORY TRAINING FOR NON-PROFIT RECIPIENTS**

Recipient acknowledges that two employees of this recipient organization must complete the mandatory on-line training, "EPA Grant Management Training for Non-Profit Applicants and Recipients." One person must be the project manager, or equivalent, for this assistance agreement. The other individual must be the person authorized to draw down funds for this assistance agreement. Both employees must complete the training prior to the receipt of any grant funds. The recipient may access the course through the internet at:

[http://www.epa.gov/ogd/training/recip\\_train.htm](http://www.epa.gov/ogd/training/recip_train.htm)

At the end of the course the recipient must sign and return the certificate of completion to the appropriate grants office. EPA will not release funds to the recipient until the required training is completed. Certifications must be maintained throughout the life of the agreement. The training must be completed every three (3) years by both employees and when there are personnel changes.



## **F. UNPAID FEDERAL TAX LIABILITIES AND FELONY CONVICTIONS FOR NON-PROFIT AND FOR-PROFIT ORGANIZATIONS**

Unpaid Federal Tax Liabilities and Felony Convictions for Non-Profit and For-Profit Organizations Awards made under this announcement are subject to the provisions contained in the Consolidated and Further Continuing Appropriations Act, 2015, Public Law 113-235, Division E, Title VII, Sections 744 and 745 regarding unpaid federal tax liabilities and federal felony convictions, which have been included in prior appropriations acts also. These provisions (and the prior ones) prohibit EPA from awarding funds made available by the Act (and the prior appropriations acts) to any for-profit or non-profit organization: (1) subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or (2) that was convicted of a felony criminal conviction under any Federal law within 24 months preceding the award, unless EPA has considered suspension or debarment of the corporation, based on these tax liabilities or convictions, and determined that such action is not necessary to protect the Government's interests. Non-profit or for-profit organizations that are covered by these prohibitions are ineligible to receive an award under this announcement.

## **G. PRE-AWARD COSTS**

In accordance with 2 CFR 1500.8, the grantee may charge pre-award costs (both Federal and non-Federal matching shares) incurred from July 1, 2015 to the actual award date provided that such costs were contained in the approved application and all costs are incurred within the approved budget period. Such costs must be identified in the grant application EPA approves. The applicant incurs pre-award cost at its own risk. EPA is under no obligation to reimburse such costs unless they are included in an approved award.

## **H. CYBERSECURITY GRANT CONDITION FOR OTHER RECIPIENTS, INCLUDING INTERTRIBAL CONSORTIA**

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State or Tribal law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) no later than 90 days after the date of this award and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

## **Programmatic Conditions**

### **GRANT-SPECIFIC PROGRAMMATIC CONDITIONS**

#### **A. SEMI-ANNUAL AND FINAL PERFORMANCE REPORTS**

##### **Semi-annual Reports**

The recipient shall submit semi-annual progress reports (preferably electronic copies) to the EPA Project Officer every January 31 and July 31 for the duration of the agreement. In the event that the agreement is extended beyond the current end date, the above cycle will continue throughout the life of the agreement. In accordance with 2 CFR 200.328(b)(1), as appropriate, the recipient agrees to submit performance reports that include brief information on each of the following areas:

- 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement workplan;
- 2) reasons why anticipated outputs/outcomes were not met:
- 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs.

In addition to the periodic performance reports, the recipient shall immediately notify the EPA Project Officer of developments that have a significant impact on the award-supported activities. In accordance with 2 CFR 200.328(d), as appropriate, the recipient agrees to inform the EPA Project Officer as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

##### **Final Report**

The recipient shall submit a Final Technical Report for EPA approval within 90 days after the end of the project period. A draft of this report should be submitted within sixty (60) days after the end of the project period.

After review of the draft report, the Project Officer may request additional information from the recipient. The Project Officer may share copies of the final report with organizations or other interested parties upon request. In addition to the report, the recipient should supply two copies to EPA of all tangible final products that were created for the purposes of the funded project (i.e., videos, research findings, curriculum, presentations, photographs, etc.) If an exhibit or slide show was created or an item too large and/or expensive to duplicate, photos or transcripts of the product may be substituted.

## **B. KEY PERSONNEL**

In the event of a change in key project personnel (e.g., executive director, project manager, or project lead) the recipient agrees to inform the project officer in writing within 10 days. Key personnel may include any person whose absence will substantially and/or adversely impact the quality or timeliness of the work. The letter to the project officer should explain the reason for the change, detail the organization's plan of action for filling the vacancy and completing project deliverables, and provide the name and telephone number for the interim project contact person.

## **C. SURVEYS**

The recipient agrees that surveys shall not be funded through this assistance agreement. Any surveys that are conducted will be paid solely by the recipient. EPA shall not approve the collection of information and shall not approve any collection procedures. The recipient also agrees that the EPA logo shall not appear on any survey materials, and the collection of information shall not be conducted in such a way that EPA appears to be conducting or sponsoring the collection of information.

## **D. MANDATORY MEETINGS AND CONFERENCES**

The recipient, Eastern Queens Alliance, will be required to send a representative to attend the Environmental Justice Small Grants Workshop. The dates, times and locations of these workshop will be communicated to the grantee ahead of time. The estimated travel budget should be adequate to provide transportation, hotel and expenses.

## **E. EPA DISCLAIMER**

The following disclaimer must accompany all work products disseminated, since they were not developed by EPA and may not represent the views of the Agency:

Although the information in this document has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement **EQ-96279015** to the Eastern Queens Alliance, Inc, it has not gone through the Agency's publications review process and, therefore, may not necessarily reflect the views of the Agency and no official endorsement should be inferred.

## **F. QUALITY ASSURANCE PROJECT PLAN**

Grantees implementing environmental projects that include: 1) direct measurement, sampling or observation activities, 2) environmental modeling, 3) use of existing data, 4) use of survey results, or 5) calculation of environmental outcomes must prepare and implement a Quality

Assurance Project Plan (QAPP). The grantee shall submit to the EPA Project Officer (PO) an approvable QAPP within 45 days of receipt of this agreement. The PO will review the QAPP to insure that it meets programmatic needs, is consistent with the approved workplan and includes all of the required QAPP elements. Once approved by the EPA PO, the QAPP is forwarded to the EPA QA staff for review and approval. ***No data collection/use activities may occur until the QAPP has been reviewed and approved by EPA.***